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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

5 November 1964

MEMORANDUM FOR: Division and Staff Chiefs

SUBJECT: Files Clean-up Campaign

1. It is requested that all OCR Divisions conduct a "File Clean-up Campaign" during the period 9 November - 4 December 1964. A thorough examination should be made of every drawer of every safe and filing cabinet and a review of all material in secure areas, vaults, bookcases, and other storage areas. We are attaching a list of those items that can be destroyed to release needed and costly file space. Action on such items will be governed by your Division needs and Records Control Schedules.

2. An interim report to the Administrative Staff on 23 November and a final report on 7 December are requested. Please use the outline shown below:

a. ____________ cubic feet of records destroyed
b. ____________ cubic feet of records retired
c. ____________ safes and file cabinets
  (1) ____________ 4 drawer, legal, w/lock
  (2) ____________ 4 drawer, letter, w/lock
  (3) ____________ 5 drawer, legal, w/lock
  (4) ____________ 5 drawer, letter, w/o lock
  (5) ____________ 5 drawer, legal, w/o lock
  (6) ____________ 2 drawer, legal, w/lock
  (7) ____________ Miscellaneous (list)

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3. If you have any questions about the "Files Clean-up Campaign", please contact [redacted]

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[redacted]

/JOHN K. VANCE
Assistant Director
Central Reference

Attachment: a/s

FILE CLEANUP TIPS

1. **Transfer of Unclassified material from safe's to less expensive storage areas.**

2. Government-agency telephone directories.
3. City telephone books and yellow pages, ~~and~~
4. Agency and employee circulars and newsletters of transitory value.
5. Circulars, announcements, and advertisements of events long past.
6. Lists and tables subsequently superseded.
7. Obsolete and rescinded administrative and regulatory issuances.
8. Obsolete stock catalogues.
9. Unused publications from other agencies.
10. U.S. Government Organization Manuals prior to 1961 issue.
11. GSA stores stock catalogue prior to September 1963 issue.
12. U.S. General Accounting Office salary tables
13. Congressional Records (except tear sheets) prior to current session.
14. Congressional Records Summaries.
15. Congressional Directories prior to 1961
16. Federal Registers (except tear sheets).
17. Unneeded copies of legislative hearings.
18. Information copies of cables, telegrams, dispatches, and memorandums not part of official files.
19. Rough drafts and working notes for reports and staff papers since completed and approved.
20. Chronological or reading files more than 2 years old.
21. Newspapers, magazines, and clippings no longer used or needed.
22. Press notices and releases.
23. Extra or stock copies or documents and publications no longer needed for distribution.

24. Stenographic notebooks from which notes have been transcribed.

25. Used hectographs, stencils, and multilith mats over one year old.

26. Publicity and literature used for past charity drives and so forth.

27. Obsolete railroad, plane, and ship timetables.

28. Old price lists and catalogues.

29. World Almanacs prior to 1963 issue.

30. Obsolete blank forms.

OTHER CLEANUP HINTS

Here are a few items you might have finished using and can return for use by others or for official disposition.

1. Books and other reference material BEARING A LIBRARY NUMBER and which are not being used currently.

2. Unneeded reference materials gathered for projects ~~not~~ completed.

3. Excess office supplies and equipment.

4. Broken or excess office furniture and office equipment.

5. Several duplicate sets of Regulations in one office.

IDEAS FOR DEEPER CLEANING UP

Here are some standard record keeping practices that might give you an idea for some really deep and penetrating file cleaning.

1. Follow the example of some 180 other offices.
   Standardize your files according to the Subject Numeric System as set forth in the official "Handbook for Subject Filing." Your Records Officer or Records Management Staff will help you in making the changeover.

2. Start a new block of files every year.
   This will facilitate the periodic retirement of your records.

3. Review and up date your Records Control Schedule.
   This Schedule can inform your staff about the "What, When, Where, and How" of records disposition for your office. They can act on its instructions automatically and accurately.

4. Install controls over the creation of your records.
   a. Review your distribution lists
   b. Study your office's use of forms and reports
   c. Check your existing correspondence techniques
   d. Verify need for number of memos and carbon copies made
   Several specific ways to improve correspondence, forms, and reports to save file and office space are listed in the booklet "So You Have a Space Problem." (Volume I, Management Tools)

5. You may use old 4-drawer filing cabinets for office supply storage.
   Substituting these old files for the large, standard, 2 door supply cabinet can save considerable floor space and still provide a neat, compact and controllable storage without any added equipment cost.

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A FINAL WORD

To make a long story short, most files are

TEMPORARY

So check your files for such obsolete or unneeded material as

INSTRUCTIONS

- Regulations
- Notices
- Handbooks
- Bulletins
- Manuals
- Guides
- Announcements
- Circulars
- Newsletters
- Directories
- Plans
- Specifications

REFERENCES

- Library Books
- Dictionaries
- Digests
- Phone Books
- Periodicals
- Newspapers
- Publications
- Catelogues
- Almanacs
- Maps
- Info. Copies

CONTROLS

- Receipts
- Logs
- Diaries
- Requisitions
- Schedules
- Activity Reports
- Reading Files
- Working Papers
- Assignments
- Estimates
- Statistics
- Surveys
- Training
- Appointments
- Representatives

PROCEDURES

- Name Lists
- Mailing Lists
- Requirement Lists
- Price Lists
- Timetables
- Committees
- Panels & Boards
- Meetings
- Signs
- Petitions
- Resolutions
- Speeches
- Orientation
- Drills
- Criticism
- Citation
- Systems

Each of the above enjoys an important, but limited, life.
Only the Office of Record keeps a few of them Permanently, the rest must GO.

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